

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Tahoe CCC Crew Staff Services Analyst	
		Division and/or Subdivision East Region / Amador El Dorado Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Camino, CA	
		Class Title of Position Staff Services Analyst (General)	
		Position Number 541-439-5157- 001	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
	Under the supervision of the East Division Chief, the Staff Services Analyst (General) would be assigned to the Unit's East Division:		
20%	*Analyzes, reconciles and maintains non-routine Purchase Card (P-Card) purchases associated with increased fire activity and incident-related workload that occurs year-round. Prepares, audits, and processes P-CARD packages ensuring the required documentation is submitted for claim processing, data input into Fi\$Cal (a state-run financial program). Maintains and updates P-CARD files, documentation and develops statistical data.		
20%	*Serves as liaison between employees and vendors in the execution of processing P-CARD statements ensuring accurate data and effective communication. Verifies purchases are in accordance with the authorized dollar limits, State laws, rules and Purchasing Authority guidelines, all applicable policies and procedures, specific contract term or agency guidelines and requirements. Responsible for ensuring that all P-CARD payments are submitted in a timely manner to Department of Accounting (DAO) through Fi\$Cal.		
15%	*Serves as the Unit P-CARD processing/billing/dispute coordinator by resolving payment and dispute issues at the Unit level by researching, analyzing and using independent judgement to interpret and apply regulations. Performs as program evaluator between cardholders, approving officials and the Department of Accounting (DAO). *Notify cardholders and approving officials of changes in policies and procedures, etc.		
15%	*Reviews E-Fund expenditures, for completeness, computation accuracy, and budget coding. In accordance with Uniform Codes Manual, Manual of Instruction, 2600 Materials Management Handbook, 3600 Accounting Procedures Handbook and State Administrative Manual and 3800 Incident Fiscal Handbook, verifies that purchases meet state accounting and procurement standards.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: The individual who holds this position must be able to perform unaided or with the assistance of a reasonable accommodation. May be required to work irregular work hours and days including weekends and holidays during an emergency.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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Working Title of Position
Tahoe CCC Crew Staff Services Analyst

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

* The Staff Services Analyst shall independently initiate responses and type correspondence including confidential material, requiring replies or action and is delegated to sign in the absence of the Division Chief. *Must have extensive knowledge of Microsoft Word and Excel software programs and Outlook. *Must have detailed knowledge of CAL FIRE policies and procedures in order to act independently when dealing with the public, vendors or service people. * The Staff Services Analyst has the lead responsibility to receive and document detailed emergency fire crew dispatch information from the Emergency Command Center. The Staff Services Analyst answers phones and radios; reviews, sorts and distributes mail files and updates various manuals and camp files; orders and maintains supplies; maintains all confidential employee information.

5%

* The Staff Services Analyst compiles personnel information daily and prepares necessary paperwork for daily activities. The position will coordinate with California Conservation Corps (CCC) staff to assure accuracy. * The Staff Services Analyst will audit all personnel's payroll reports prior to review by the Division Chief and CCC Camp Commander/Coordinator. *This position will prepare and distribute Camp Emergency Time Reports (FC-77's) and Work Project Analysis Report (FC-79). *The position is responsible to maintain the IIPP records including the Codes of Safe Practice, personnel job descriptions, and training records for all personnel.

5%

* The Staff Services Analyst provides logistical and financial support for emergency incidents when as requested. Support includes coordinating motels, vendor payments, and acquisition of supplies.

5%

*Provide administrative expertise for the Unit's Fleet Management Program. Create, track and ensure compliance for equipment maintenance schedules. Create and maintain parts and tool inventories. Make purchases, track expenditures and maintain the automotive budget, ensuring all purchases are in accordance with the Department's purchasing policies and procedures which are in accordance with the Department of General Services policies. Prepare automotive budget and inventory reports asneeded. *Analyze and submit payment documents according to CAL FIRE's contractual agreements with other state and federal agencies.

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"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date

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Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

5%

Utilizes a variety of computer programs, prepare reports, graphs, statistical data and displays for the East Division Chief, and Finance Section. *Data entry and clerical services for finance and various programs as needed. File non-confidential documents and organization of historical data.

5%

Other duties as required.

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